

# CITY OF MILTON-FREEWATER

PO Box 6, Milton-Freewater, OR 97862 541-938-8243

## **POSITION ANNOUNCEMENT**

- Position:** UTILITY WORKER – Full Time
- Salary:** Salary range \$19.05 - \$22.03 hourly
- Duties:** Performs a variety of strenuous manual and semi-skilled tasks in the general construction and maintenance of city water, sewer, street, parks and solid waste facilities; operates automotive and heavy power equipment. Does related work as required.
- Qualifications:** Ability to follow oral and written instructions and act upon them accordingly. Considerable knowledge of safe operation of equipment and the precautions to be taken in order to avoid accidents. Reasonable knowledge of the appropriate tools, equipment, methods, materials and procedures used in the maintenance. Ability to perform basic arithmetic computations. Ability to perform strenuous manual tasks such as lifting and carrying up to 65 pounds of material frequently on a normal shift, and to withstand exposure to variable weather conditions. Specific operator certifications are desirable.
- Experience and Training:** Requires three years of responsible experience in general maintenance and construction work including the operation of various types of construction equipment. Water, street and sewer utility experience desirable. Graduation from high school or the equivalent GED certificate, preferably supplemented by training in public works operation. Any other satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above. Possession of, or the ability to secure possession of a valid driver's license by date of hire.
- Method of Selection:** Evaluation of candidate's background form application form. Only those applicants who appear best qualified as determined by a screening committee will be interviewed. May be subject to pre-employment drug and alcohol screenings.
- Application:** Applications may be obtained from the Human Resource Department, City Hall, 722 S. Main St in Milton-Freewater, or call 541-938-8243. Applications must be received in City Hall no later than 3:00pm on Tuesday, February 14, 2012. Disability accommodations made in the recruitment process.

CITY OF MILTON-FREEWATER  
JOB DESCRIPTION

**TITLE: UTILITY WORKER**  
**DEPARTMENT: PUBLIC WORKS**

GENERAL STATEMENT OF DUTIES

Performs a variety of strenuous manual and semi-skilled tasks in the general construction and maintenance of city water, sewer, street, parks and solid waste facilities; operates automotive and power equipment. Does related work as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Public Works Superintendent or Crew Lead.

SUPERVISION EXERCISED

Supervision of other employees is not a normal responsibility of positions in this call; however, some limited supervision may be exercised in special instances (seasonal or part-time help) or in the instruction or directing of the performance of simple or semi-skilled tasks.

TYPICAL EXAMPLES OF WORK

1. Operates light, medium and heavy equipment in the construction, maintenance or repair of public streets, water and sewer systems, and solid waste management. Examples of equipment operated are street sweeper, slusher truck, sewer jet truck, backhoe, road grader, paver, Caterpillar® tractor, garbage truck.
2. Does operational maintenance, installation and repair work on equipment, water mains, fire hydrants, valves, filter plant, pumps, water wells.
3. Accurately reads water and electric meters and legibly records the figures in the meter books.
4. Does street construction repairs and maintenance using paving materials and vehicles.
5. Works with concrete in making sidewalk repairs, concrete structures and foundations, benches and tables.
6. Maintains and repairs swimming pool, tennis courts and recreational facilities.
7. Works as needed at landfill and city wastewater disposal facility, operating and maintaining Caterpillar®, maintaining the dumping area, handling chemical containers with correct procedures.
8. Works occasional weekends on rotational standby duty. May be called out after hours for emergency duties.
9. Occasionally assists in repairs or maintenance on public facilities.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT  
KNOWLEDGE, SKILL AND ABILITY

Ability to follow oral and written instructions and to act upon them accordingly. Considerable knowledge of the rules of safe operation of equipment and the precautions to be taken in order to avoid accidents. Reasonable knowledge of the appropriate tools, equipment, methods, materials and procedures used in maintenance or construction work. Ability to perform basic arithmetic computations.

Considerable skill in the effective and safe operation of the particular types of equipment or tools assigned.

Ability to perform strenuous manual tasks such as lifting and carrying up to 65 pounds of material frequently on normal shift, and to withstand exposure to variable weather conditions.

Ability to establish and maintain harmonious working relationships with other employees and the general public.

EXPERIENCE AND TRAINING

Three years of responsible experience in general maintenance and construction work including the operation of various types of construction equipment. Graduation from high school or the equivalent GED certificate, preferably supplemented by training in public works operations. Any other satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

NECESSARY SPECIAL QUALIFICATION

Possession of or the ability to secure possession of a valid driver's license by the time of hire.